



City of Burbank
Park, Recreation and Community Services Department

Adult Sports Leagues 2014-2015

Sports Office
1111 West Olive Avenue, Burbank, CA 91506
(818) 238-5330
Monday—Friday
9:00 a.m.—6:00 p.m.

EMAIL: ADULTSPORTS@BURBANKCA.GOV
WWW.BURBANKUSA.COM

FIELD CONDITIONS HOTLINE: (818) 238-1970

Table of Contents

Registration Requirements and Procedures	3
Burbank Resident Registration Instructions.....	4
Non-Resident registration instructions	5
Registration paperwork.....	6
Acceptable Forms of Residency Verification	7
Manager's Responsibilities	8
Manager's Meetings Dates	8
Adult Sports Contact Information.....	9
Registration Dates	10
Registration Fees	11
Burbank Athletic Federation Code of Conduct	12
Basketball Technical Foul Guidelines.....	14
Softball Bat Rules	15
Official's Training	16
Awards	16
Fall Sports	17
Winter Sports.....	18
Summer Sports	19
Map of Facilities	20

FIELD CONDITIONS HOTLINE: (818) 238-1970

New Requirements and Procedures

Please read carefully

A limited number of teams are accepted for each league each season. Returning teams **are not** guaranteed placement for any season. Registration is accepted on a first come, first serve basis. Please read through the instructions carefully to ensure each team is aware of **all** requirements.

RESIDENCY REQUIREMENTS:

Teams will be categorized as either Burbank Resident or Non-Resident. In order for teams to be categorized as a Burbank Resident team 75% of the players must live or work in the City of Burbank. Verification is required at the time paperwork is turned in.

Teams proving residency during registration must maintain minimum 75% residency throughout the season.

DOCUMENTS REGISTRATION REQUIRED:

- ☐ Registration Form
 - ☐ Team Roster
 - ☐ Release and Assumption of Risk Agreement
 - ☐ League Fees
 - ☐ Residency Verification if registering during residency week
- Refer to pages 6 and 7 for more information on paperwork and acceptable forms of verification.

REGISTRATION CLASSIFICATION:

Verification required to receive resident rate. Teams for all leagues (except Corporate Coed) will be considered a resident team if 75% or more of the players live or work in the City of Burbank. (3 out of 4 players)

Corporate Coed teams must maintain 66% or more of the team working for a single business. (2 out of 3 players) . Residency is based on the business

ADHERENCE TO MINIMUM AND MAXIMUMS:

Teams will not be allowed to carry more than the maximum number of players or register with less than the minimum number of players.

- ☐ Softball—minimum=12 maximum=20
- ☐ Basketball—minimum=8 maximum=14
- ☐ Volleyball—minimum=8 maximum=16 (4 player league minimum=6)

Registration Instructions

Please read carefully

REGISTRATION PROCESS:

ALL teams may register on-line beginning the first day of registration or in person during business hours at the Sports Office.

Teams that register during priority week will be charged the resident rate at the time of registration. All teams registering after the priority week or are unable to provide verification to qualify for residency by the paperwork deadline will incur the additional \$25 fee. All teams who do not submit the completed paperwork by the stated paperwork deadline will be removed from the league and all league fees less \$50 will be returned. Paperwork is due by the deadline stated on page 8 for each season.

Registration hours:

- In person may be done at the sports office
 - Monday-Friday 9:00 a.m.—6:00 p.m.
 - Sports Office is located at 1111 West Olive Ave.
- On-line begins at 9:00 a.m. on the first day and ends at 6:00 p.m. on the last day.
 - In order to register on-line you must create an account in ETrak.
 - Visit this youtube like for directions on how to create an account.

NOTE: If your team registered in person only for any of the 2014 leagues please contact the Sports Office at (818) 238-5330 during normal business hours for assistance in establishing a username and password. You may also stop by the office for assistance.

FIELD CONDITIONS HOTLINE: (818) 238-1970

Registration Instructions

Please read carefully

How to register on-line:

1. Website—www.burbankparks.com
2. Create an account or log-in if you currently have an account.
3. Search the Catalogue for Sports Leagues
4. Click on Adult Sports
5. Click on the type of league: Basketball, Softball, Volleyball
6. Choose your league. Softball you will first need to choose Fast Pitch, Slow Pitch, or Coed Slow Pitch prior to choosing the specific league

When creating an account you must provide the following information:

1. Name
2. Address
3. 2 phone numbers (they may be identical if you choose only to provide one)
4. 1 email address



Registration Paperwork

Please read carefully

1. **Registration Form:** Ensure all information is accurate, legible, and complete. Copies are not accepted. If your team has special play requests, this must be noted on this form. The Sports Office will attempt to accommodate play requests; however, there is no guarantee requests can be honored. **Each team must have a valid email address.**
2. **Team Roster:** A roster with the minimum number of players must be completed; that includes each player's name, signature, address, and telephone number. All signatures must be original signatures, **copies are not accepted.** The roster **must be** on 8½" x 14" paper.
3. **Release and Assumption of Risk Agreement:** Each player is required to sign and date the Release and Assumption of Risk Agreement. Failure to sign and submit this form along with the team roster will disqualify the player from participating. Additional forms may be downloaded from the City website. All signatures must be original signatures, **copies are not accepted.**
4. **League Fees:** Must be paid in full at time of registration. If registering on-line teams will be charged the resident rate during priority week and the balance of \$25 is due when the paperwork is submitted for those not qualifying as residents. Any checks returned are subject to a \$25 fee and will jeopardize the team's standing in the league. Teams unable to prove residency will be assessed an additional \$25 at the time registration paperwork is submitted.
5. **Residency Verification:** Teams registering as a 75% Burbank Resident teams, must submit proof of residency or employment with a Burbank based company. Residency is determined by the mailing address and zip code of the home or business. If adding players after the original registration was submitted, teams must comply with the original residency requirements established when the team registered.

FIELD CONDITIONS HOTLINE: (818) 238-1970

Acceptable Forms of Residency Verification

Please read carefully

RESIDENCY IN BURBANK

Examples of Acceptable Verification:

- Utility Bills (gas, Burbank Water & Power, cable, telephone)
- Bank Statement
- Credit Card Statement
(amounts and account numbers may be blacked out)

Examples of Unacceptable Verification:

- Personal mail
- One-time bills
- Car Registration
- Handwritten bills
- Driver's License
- Annual Bills

Note: Verification documentation must be dated within 3 months of the registration date.

WORKING IN BURBANK

Examples of Acceptable Verification:

- Current pay check stub (amounts may be blacked out)
- Letter from the Human Resources Department on company letterhead

Examples of Unacceptable Verification:

- Handwritten pay check stub
- Company I.D. Cards
- W-2
- Copy of Business License
- Handwritten letters from Human Resources or not appearing on company letterhead

Note: Verification documentation must be dated within 3 months of the registration date.

MANAGER'S RESPONSIBILITIES

It is the manager's responsibility to inform all the players of the rules concerning eligibility and conduct as stated in the City of Burbank's Rules Governing Adult Sports. A manager using an ineligible player and/or player misconduct may lead to a manager's suspension. A copy of the General Rules Governing Adult Sports may be found on our website.

NOTE: Players may only play for one team in any league:

Basketball:

One team (Women's or Open)

Softball:

One Slow Pitch (Tuesday, Thursday, or Friday)

One Fast Pitch (Sunday, Wednesday, or Friday)

One Coed Slow Pitch (Sunday or Monday)

A player that participates on more than one team in any league will result in the illegal player being suspended for the season and forfeiture of all games in which the player participated in for all teams. The manager of each team is subject to disciplinary action.

MANAGER'S MEETINGS

Manager's meetings for registered teams only.

All meetings will be held at:

Community Services Building

150 North Third Street, Burbank, CA 91502

<i>Men's Fast Pitch</i>	<i>Wednesday, August 13, 2014</i>	<i>7:30 p.m.</i>
<i>Women's Fast Pitch</i>	<i>Wednesday, April 8, 2015</i>	<i>7:30 p.m.</i>
<i>Senior Softball</i>	<i>Wednesday, December 10, 2014</i>	<i>6:30 p.m.</i>
<u>Fall 2013</u>		
Basketball	Wednesday, August 13, 2014	6:30 p.m.
Slow Pitch & Coed	Wednesday, August 20, 2014	6:30 p.m.
<u>Winter 2014</u>		
Slow Pitch & Coed	Wednesday, December 10, 2014	7:30 p.m.
Basketball	Tuesday, January 13, 2015	6:30 p.m.
<u>Summer 2014</u>		
Basketball	Wednesday, April 22, 2015	6:30 p.m.
Slow Pitch & Coed & Modified	Wednesday, April 8, 2015	6:30 p.m.

Adult Sports Contact Information

Phone: (818) 238-5330—Monday-Friday 9:00 a.m.—6:00 p.m.

Email: adultsports@burbankca.gov

Field Conditions—The Sports Office has provided a variety of ways for players, managers, coaches, and spectators to determine the playing conditions of the fields during inclement weather.

- Phone the Field Conditions Hotline: (818) 238-1970
 - Monday-Friday after 3:00 p.m.
 - Saturday-Sunday 2 hours prior to game time*
*reminder some games may be called at game time due to weather changes
- Check the website: www.burbankusa.com

Website—The website contains current information regarding schedules, standings, field conditions, registration information and forms, a copy of the Burbank Athletic Federation's Code of Conduct, and the City of Burbank Rules.

Forfeits: Forfeits must be called in to the Sports Office no later than 5:00 p.m. the business day prior to the scheduled game to avoid forfeit fees. Forfeit fees may be paid:

- At the field in cash at the time of the forfeit
- In the Sports Office within 1 week of the forfeit during normal business hours with cash, check, Visa, or MasterCard
- On the phone with the Sports Office within 1 week of the forfeit during normal business hours with a Visa or MasterCard.

Schedules: Schedules will not be changed once they have been published; unless a facility becomes unavailable for play or inclement weather.

Player Referral Lists: Manager's may request the player interest list from the Sports Office at any time. The list is updated as interest forms come in.

REGISTRATION DATES

Priority Registration will be held on line beginning 9:00 a.m. on the first day and at the Sports Office, 1111 West Olive Avenue, Monday-Friday 9:00 a.m.—6:00 p.m.

Open Registration will begin at 6:00 p.m. the last day of priority registration. All paperwork is due by 6:00 p.m. on the last day of open registration. All teams registering after 6:00 p.m. on the last day of priority registration will be charged the non-resident rate regardless of team residency. Teams that fail to provide all the proper paperwork by the deadlines stated below will be removed from the league and all league fees less \$50 will be returned to the payee. Paperwork will only be accepted at the Sports Office, 1111 West Olive Avenue, Monday-Friday 9:00 a.m.—6:00 p.m.

FALL 2014

BEGINS

ENDS

Priority Registration

June 28, 2014

July 3, 2014

Open Registration

July 3, 2014

July 11, 2014

Paperwork Deadline is 6:00 p.m. July 11, 2014

WINTER 2015

BEGINS

ENDS

Priority Registration

November 1, 2014

November 7, 2014

Open Registration

November 7, 2014

November 14, 2014

Paperwork Deadline is 6:00 p.m. November 14, 2014

SUMMER 2015

BEGINS

ENDS

Priority Registration

March 7, 2015

March 13, 2015

Open Registration

March 13, 2015

March 20, 2015

Paperwork Deadline is 6:00 p.m. March 20, 2015

FIELD CONDITIONS HOTLINE: (818) 238-1970

REGISTRATION FEES

Fees are paid per season, not yearly and are subject to change.
Official's Fees are to be paid in cash at the beginning of each game.

BASKETBALL

Resident (75% minimum)	\$340
Non-Resident	\$365
Officials	\$32 per game
Play-off Game Fees	\$35 per game

SENIOR SOFTBALL—1 dozen softballs provided for each team

League Fees	\$225
Officials	\$13 per game
Championship Game	\$26 per game

SOFTBALL—softballs provided at each game

Resident (75% minimum)	\$458
Non-Resident	\$483
Officials (Slow Pitch)	\$13 per game
Play-off Fees (Slow-Pitch)	\$26 per game
Officials (Fast Pitch)	\$35 per game
Play-off Fees (Fast Pitch)	\$40 per game

NOTE: Corporate Coed Qualifications are as follows:

- Burbank Residents—minimum of 66% work for the same Burbank based company
- Non-Residents—minimum of 66% work for the same Non-Burbank based company
- **Employment verification requires** a letter from Human Resources on company letter-head or copies of current paycheck stubs (amounts may be blacked out) within 3 months of the registration date. No hand written checks or letters will be accepted.

VOLLEYBALL

Resident (75% minimum)	\$252
Non-Resident	\$277
Officials	\$11 per game

Burbank Athletic Federation

Burbank Athletic Federation (BAF)—The BAF is comprised of 7 community volunteers. This impartial board has developed a Code of Conduct that is to be adhered to by every player, manager, and coach participating in the City of Burbank Park, Recreation and Community Services Department's sports programs. The BAF also hears all suspension hearings for those who have violated the Code of Conduct.

BAF—Code of Conduct

No Member Shall:

1. At any time lay a hand upon, push, shove, strike, spit at, or threaten a game official, player, or any City official.
2. Argue with or refuse to abide by a game official or City official's decision.
3. Be guilty of objectionable demonstrations by throwing gloves, bats, equipment, or any other forceful action.
4. Be guilty of personal, verbal abuse or threats upon any official, player, spectator, or City official for any reason.
5. Discuss with a game official in any manner the decision reached by such official except the manager or team captain.
6. Be guilty of using unnecessarily rough tactics in the play of the game against the body and person of any opposing player.
7. Be guilty of physical attack as an aggressor, upon any player, game official, spectator, or City official.
8. Be guilty of abusive verbal attack upon any player, game official, spectator, or City official.
9. Use of profane, obscene, vulgar language or gestures in any manner or at any time.
10. Appear on the field of play at any time in an intoxicated condition. Consume alcoholic beverages or use narcotics on the playing field, dugout, bleachers, in a City park or facility, or school facility during a BAF activity.
11. Violate the Burbank Secondhand Smoke control Law which includes smoking on the playing field, dugout, bleachers, in a City park or facility, or school facility during a BAF activity.
12. Be guilty of gambling upon any play or the outcome of any BAF activity.
13. Be guilty of discussing publicly with the spectators in a derogatory or abusive manner any play, decision, or personal opinion of other players during the game.

Burbank Athletic Federation

14. Be guilty of falsifying any information on a team roster, playing under an assumed name, or allowing anyone else to use your name to play in the league.
15. Be guilty of using a bat that has been altered in any way. Altering includes but is not limited to sanding, filing, shaving, lengthening, shortening, weight-altering, heating and cooling, coring, painting, counterfeiting, or other modifications.
16. Use unsportsmanlike conduct, incite others to act in a negative way, or fail to abide by the philosophical standards endorsed by the BAF and the City of Burbank Park, Recreation and Community Services Department.

Any incident not covered by the above will be administered at the discretion of the League Director and/or BAF Board of Directors.

The League Director has the authority to impose probation and suspension depending on the seriousness of the infraction. Ejection from a game contest will result in a subsequent minimum 1 game suspension. A player placed on probation will remain in that status for the time frame designated by the League Director. Suspensions may be for 1 or 2 games or depending on the infraction may be imposed until such time that a player is reinstated by the BAF Board. More serious disciplinary action may be administered by the BAF Board.

If a player wishes to request reinstatement, they must request an appeal hearing from the BAF Board. The following procedure is to be followed:

The suspended member must apply in writing to the BAF Board at the address below, for a hearing to determine eligibility for reinstatement. Suspended participants may not engage in any activity under the auspices of the BAF until reinstatement has been acquired. The request should be received 10 working days prior to the meeting which is usually held the first Tuesday of each month.

Burbank Athletic Federation—Sports Office
Re: Reinstatement hearing
1111 West Olive Avenue
Burbank, California 91506

Basketball Technical Foul Guidelines

Basketball Technical Foul Guidelines

1. Teams will receive a technical but no additional penalty time for illegal numbers, 6 players on the court, and calling a time-out with none left.
2. If a player receives 1 technical foul during a game, they will be removed from the game for two minutes.
3. If a spectator receives 1 technical foul during a game, their team will be assessed a team technical. The manager/coach will need to address the spectator.
4. If a single player, coach, and/or spectator receives 2 technical fouls in 1 game they will be ejected and receive an automatic 1 game minimum suspension.
5. If a single player, coach, and/or spectator receives 3 technical fouls during the same season, they will receive a minimum 1 game suspension and will be placed on probation for the remainder of the season.—Each additional technical foul assessed to the same individual will result in an additional 1 game suspension.
6. If a team receives 5 technical fouls in a season they will be in jeopardy of not making the play-offs.
7. If a player, coach, and/or spectator is involved in a physical altercation they will be immediately ejected and will be suspended from play until they appear in front of the Burbank Athletic Federation Board and have been reinstated.
8. Any player, coach, and/or spectator ejected from 3 games in a single season will be suspended for the remainder of the season.



Slow Pitch Bat Rule

Slow Pitch Bat Rule (Men's, Seniors, Church, Coed)

Bats shall be made of wood or metal, no 100% composite bats. Metal bats can have only one layer of metal on the barrel—No multi-walled or exterior shells. Outer surface of non-wood bats must be metal—no fiber wrapped bats or non-metal coated bats. Bats may not contain Titanium. Bats must be designed for softball and cannot be tampered with or altered. Bats cannot exceed 1.20 BPF. Must be ASA 2004 or ASA 2013 approved single wall or wood bat.

A list of certified bats can be found on the ASA website under certified equipment

<http://www.teamusa.org/USA-Softball/Play-ASA/Certified-ASA-Equipment.aspx>

Fast Pitch Bat Rule

Fast Pitch Bat Rule (Men's, Women's, Modified)

Bats must have either the 2000 or 2004 or 2013 ASA certification stamp and not appear on the ASA banned bat list.

The use of a banned or altered bat in our leagues will jeopardize the player's and team's eligibility.

<http://www.teamusa.org/USA-Softball/Play-ASA/Certified-ASA-Equipment.aspx>

OFFICIALS' TRAININGS

The City of Burbank offers trainings for individuals who would like to officiate in our youth and adult sports programs. Our trainings take place during the following timeframes:

FLAG FOOTBALL and VOLLEYBALL early August

BASKETBALL early October



BASEBALL & SOFTBALL early February

For specific dates and time please call
Sports Office at (818) 238-5330



AWARDS

Awards are distributed for each division each season as outlined below

BASKETBALL

Champions	Plaque and shirts
Runner-up	Plaque and shirts

SOFTBALL

Champions	Plaque and shirts
Runner-up	Plaque and shirts

VOLLEYBALL

Champions	Plaque and shirts
Runner-up	Plaque and shirts

SENIOR SOFTBALL

League Winner	\$50 towards the next season
Tournament Winner	\$45 towards the next season
Tournament Runner-up	\$40 towards the next season

FIELD CONDITIONS HOTLINE: (818) 238-1970

FALL 2014

BASKETBALL		
League	Play Begins	No Play Dates
Men's	August 18	September 1 (Labor Day) November 11 (Veterans Day)
Women's	August 24	August 31 (Labor Day)
SOFTBALL		
League	Play Begins	No Play Dates
Coed Slow Pitch Corporate (Mon)	August 25	September 1 (Labor Day)
Coed Slow Pitch Open (Sun)	August 24	August 31 (Labor Day) November 30 (Thanksgiving weekend)
Slow Pitch Men's (Tue)	August 26	November 11 (Veterans Day) November 25 (Thanksgiving Week)
Slow Pitch Men's (Thu)	August 28	November 27 (Thanksgiving)
Slow Pitch Seniors (Sun)	August 24	August 31 (Labor Day) November 30 (Thanksgiving weekend)
Fast Pitch Men's (Wed)	August 27	November 26 (Thanksgiving Week)
Fast Pitch Modified (Fri)	August 22	August 29 (Labor Day weekend) November 28 (Thanksgiving week)
Fast Pitch Women's (Sun)	September 7	November 30 (Thanksgiving weekend)
VOLLEYBALL		
League	Play Begins	No Play Dates
Reverse Coed	August 23	August 30 (Labor Day weekend) October 25 (Halloween event) November 29 (Thanksgiving weekend)
4-player women's	August 23	August 30 (Labor Day weekend) October 25 (Halloween event) November 29 (Thanksgiving weekend)

WINTER 2015

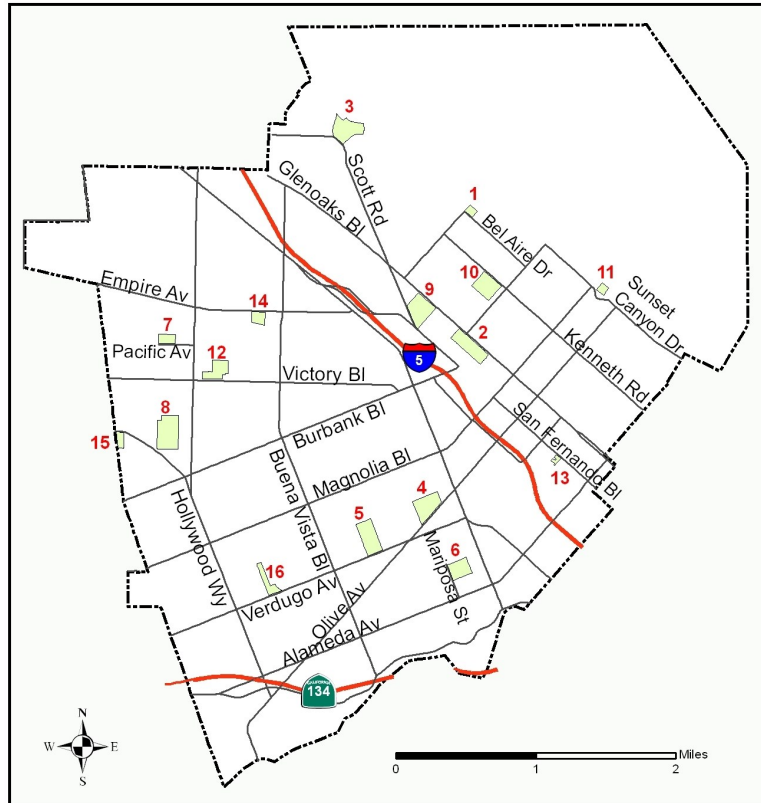
BASKETBALL		
League	Play Begins	No Play Dates
Men's	January 20	February 16 (President's Day)
Women's	January 4	February 1 (Super Bowl) February 15 (President's Day) April 5 (Easter)
SOFTBALL		
League	Play Begins	No Play Dates
Coed Slow Pitch Corporate (Mon)	January 5	January 19 (MLK) February 16 (President's Day)
Coed Slow Pitch Open (Sun)	January 4	February 1 (Super Bowl) February 15 (President's Day) April 5 (Easter)
Slow Pitch Men's (Tue)	January 6	None
Slow Pitch Men's (Thu)	January 8	None
Slow Pitch Seniors (Sun)	January 4	February 1 (Super Bowl) February 15 (President's Day) April 5 (Easter)
Fast Pitch Men's (Wed.)	January 7	None
VOLLEYBALL		
League	Play Begins	No Play Dates
Women's	January 24	February 14 (President's Day)

FIELD CONDITIONS HOTLINE: (818) 238-1970

SUMMER 2015

BASKETBALL		
League	Play Begins	No Play Dates
Men's	May 4	May 25 (Memorial Day)
Women's	April 26	May 10 (Mother's Day) May 24 (Memorial Day) June 21 (Father's Day) July 5 (Independence Day)
SOFTBALL		
League	Play Begins	No Play Dates
Coed Slow Pitch Corporate Coed (Mon)	April 27	May 25 (Memorial Day)
Coed Slow Pitch Open Coed (Sun)	April 26	May 10 (Mother's Day) May 24 (Memorial Day) June 21 (Father's Day) July 5 (Independence Day)
Slow Pitch Men's (Tue)	April 28	None
Slow Pitch Men's (Thu)	April 30	None
Slow Pitch Church (Fri)	April 24	May 23 (Memorial Day weekend) July 3 (Independence Day)
Fast Pitch Men's (Wed.)	April 29	None
Fast Pitch Modified (Fri.)	April 24	May 23 (Memorial Day weekend) July 3 (Independence Day weekend)
Fast Pitch Women's (Sun.)	April 12	May 10 (Mother's Day) May 24 (Memorial Day) June 21 (Father's Day) July 5 (Independence Day)
VOLLEYBALL		
League	Play Begins	No Play Dates
Coed	May 2	May 23 (Memorial Day weekend) July 4 (Independence Day)
4-player men's	May 2	May 23 (Memorial Day weekend) July 4 (Independence Day)

Facility Map



Map	Park/Facility	Telephone	Map	Park/Facility	Telephone	Map	Park/Facility	Telephone
1	Bel Aire Park 1750 Bel Aire Drive Burbank, CA 91504		7	Larry L. Maxam Memorial Park formally named Pacific Park 3715 Pacific Avenue Burbank, CA 91505		13	Robert R. Ovrom Park 601 South San Fernando Road Burbank, CA 91504	238-5435
2	Burbank High School 902 Third Street Burbank, CA 91502		8	Luther Burbank Middle School 3700 West Jeffries Avenue Burbank, CA 91505		14	Robert E. Gross Park 2800 West Empire Avenue Burbank, CA 91504	
3	Brace Canyon Park 2901 Haven Way Burbank, CA 91504		9	McCambridge Park 1515 North Glenoaks Boulevard Burbank, CA 91504		15	Valley Park 1625 North Valley Street Burbank, CA 91505	
4	George Izay Park 1111 West Olive Avenue Burbank, CA 91506			McCambridge Recreation Center McCambridge Swimming Pool Burbank Tennis Center	238-5378 238-5381 843-4105		Valley Skate Park	238-5390
	Olive Recreation Center Burbank Little Theatre Sports Office	238-5385 238-9998 238-5330	10	Muir Middle School 1111 North Kenneth Road Burbank, CA 91504		16	Verdugo Park 3201 West Verdugo Avenue Verdugo Recreation Center Verdugo Swimming Pool	238-5390 238-5391
5	John Burroughs High School 1920 West Clark Avenue Burbank, CA 91506		11	Palm Park 1125 East Orange Grove Avenue Burbank, CA 91501				
6	Jordan Middle School 420 South Mariposa Street Burbank, CA 91506		12	Ralph Foy Park 3211 West Victory Boulevard Burbank, CA 91505	845-0960			
				Roller Hockey Rink Schafer Field				

Sports Office
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